

# OFFICE OF PROCUREMENT

Responding to Protests and Congressionals  
LMS-OP-4542 Revision: B-1

Approval Original signed on file  
Organizational Unit Manager, Office of Procurement

NASA Langley Research Center (LaRC)  
Langley Management System (LMS)

## CHANGE RECORD

Rev. No.	Date	Description
A-1	10/8/04	Clarifies requirements. Corrects organizational references.
B	3/14/05	Paragraph IV. C. Updates requirements for processing congressional inquiries.
B-1	6/12/06	Corrects website hyperlink and organizational reference.

## I. Introduction

The purpose of this procedure is to provide requirements for tracking of and responding to protests and congressional inquiries. Responses to protests are to be reviewed by the Office of Chief Counsel (OCC) prior to submission/release (see LAPD 2030.1 Requirements for Legal Review of Acquisition Matters <http://lms-r.larc.nasa.gov/admin/documents/LAPD2030-1.pdf>). Notification is defined as verbal unless otherwise noted.

## II. Records

Records generated by this procedure are contained in the Contract Files.

## III. Listing of Instruction Topics

- A. Protests to the Agency
- B. Protests to the General Accounting Office (GAO)
- C. Congressionals

## IV. Instructions

### A. Protests to the Agency

1. When a protest is filed with the Contracting Officer (CO), the CO shall immediately notify the NASA Headquarters Office of Procurement (OP) (Programs Operations Division), the NASA Headquarters General Counsel unless NASA Headquarters OP states they will notify them, the LaRC OCC, the LaRC Procurement Officer (PO), and the LaRC OP Secretary (for tracking purposes). CO's are encouraged to resolve protests within 35 days after the protest is filed. CO protest decisions shall be coordinated with the PO and shall be reviewed by OCC. The OP Secretary shall be notified when action has been completed.

2. When a protest is filed with NASA Headquarters, personnel from NASA Headquarters OP will notify the cognizant CO. The CO shall immediately notify the LaRC OCC, the LaRC PO, and the LaRC OP Secretary (for tracking purposes). CO's are encouraged to resolve protests within 35 days after the protest is filed. CO protest decisions shall be coordinated with the PO and shall be reviewed by OCC. The OP Secretary shall be notified when action has been completed.

B. Protests to the GAO - When a protest is filed with the GAO, personnel from NASA Headquarters OP will notify the cognizant CO. The CO shall immediately notify the LaRC OCC, the LaRC PO, the LaRC OP Secretary (for tracking purposes), along with all interested parties. The CO shall comply with the timeframes and requirements outlined in the NASA FAR Supplement 1833.104. Responses to GAO protests shall be reviewed by OCC, with status/feedback provided to the PO. The OP Secretary shall be notified when action has been completed.

C. Congressional Inquiries - When a Congressional inquiry is received, the CO must first confirm that the inquiry was received from the HQ Office of Legislative Affairs. If not, the CO should immediately send it to the Authorization and Mission Support Division in the HQ Office of Legislative Affairs, who will log in the letter and send an action to the appropriate place. If the inquiry is an official one from HQ, the CO shall notify the LaRC PO, and the LaRC OP Secretary (for tracking purposes). CO responses to congressional inquiries shall be

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*Verify correct revision before use by checking the LMS Web Site*

coordinated with the PO and shall be reviewed by the Office of Public Affairs. The OP Secretary shall receive an electronic copy of the proposed Congressional inquiry response.